

U.S. MISSION TOGO

VACANCY ANNOUNCEMENT NUMBER: 16HR-12

OPEN TO: All Interested Candidates / All Sources

POSITION: Senior Health Advisor

OPENING DATE: 04/20/2016

CLOSING DATE: 05/04/2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-11
Not-Ordinarily Resident (NOR): FP-4*
*Final grade/step for NORs will be determined by Washington.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition)
MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Mission in Togo is seeking eligible and qualified applicants for the position of **Senior Health Advisor**.

BASIC FUNCTION OF POSITION

The Senior Health Advisor serves as a high-level technical advisor to the US Embassy in Togo. Supervised by the Regional Health Office Director based in Accra, Ghana, the incumbent is responsible for working closely with the USAID West Africa Regional Mission (USAID/WA) and USAID Washington (USAID/W) based programmatic point persons to ensure coordination across all assets within the West Africa Regional Health portfolio with particular focus on activities in Togo. The Senior Health Advisor in Togo plays a critical role for USAID to meet the expectations and goals of larger global health initiatives such as Ending Preventable Child and Maternal Death (EPCMD) and an AIDS-Free Generation and the Global Fund for AIDS, Tuberculosis (TB), and Malaria (GFATM). The Togo Health Advisor will work closely with other USG partners and international donors to ensure effective interagency and cross-donor coordination.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Master's degree or higher in Public Health, Public Administration, or Business Administration, or other related sector required.
2. **EXPERIENCE:** A minimum of seven (7) years of experience in progressively responsible positions in health and development, with at least three (3) years' experience in Family Planning, HIV/AIDS, Tuberculosis or Malaria or infectious disease programming is required.
3. **LANGUAGE:** Fluency in French (level IV) and English (level IV) is required, in both oral and written communication in professional, technical and policy communication with host country government representatives and partners across sectors.
4. **SKILLS AND ABILITIES:** The incumbent must possess advanced level of technical understanding of the nature of the HIV/AIDS pandemic and EPMCD (Ending Preventable Maternal and Child Deaths) and measures put in place to responding to these Public Health issues. Advanced level of knowledge of internationally accepted guidelines, such as Global Health, GHSA Regulations and One Health is required. Standard level of ability to take up interchangeable roles, including prioritizing, and sometimes exercising independent judgment. Advanced level of ability to work with minimum or no supervision. Advanced level of professional and collaborative management skills – interaction with appropriate governmental and regional institutions officials are essential. Advanced level of detail-oriented and highly organized.
5. **JOB KNOWLEDGE:**
 - (1) Strong background in infectious disease programming – (HIV, TB, Malaria, Neglected Tropical Diseases (NTD) and Emerging Pandemic Threats (EPT)) including technical knowledge and policy and advocacy experience is required. Ability to communicate effectively on such topics with other donors, partners, local and international experts.
 - (2) Strong knowledge and background in Family Planning (FP)/Reproductive Health (RH), demography and Maternal and Child Health (MCH) programming.
 - (3) Excellent interpersonal skills, tact and diplomacy required to establish and maintain a wide range of senior-level and working-level contacts with a variety of donor agencies and other government, non-governmental and private sector partners including but not limited to Ministers of Health, Parliamentarians, US Government and other country diplomats, NGOs, and civil society.

- (4) Outstanding organizational skills to be able to respond to many requests on a variety of health and development-related work, often with short deadlines.
- (5) Must be able to work effectively within a multi-cultural team setting that includes mainly Americans and Togolese, but also people from other cultures/languages.
- (6) Strong management, administrative and analytical skills demonstrated to manage implementation of effective programs, track the performance of implementing partners, and interpret and analyze data into concrete actions.
- (7) Familiarity with the USG Health Development Agenda including President's Emergency Plan for AIDS Relief (PEPFAR), EPCMD, President's Malaria Initiative (PMI), GHSA and other programming and initiatives.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at ([Interagency Post Employee position Description](#)) and/or by contacting the Human Resources Office (Tel.: +228 22-61-54-70 or +228 22-61-54-71).

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran**
- (2) USEFM OR a preference-eligible U.S. Veteran**
- (3) FS on LWOP**

ADDITIONAL SELECTION CRITERIA:

- 1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.**
- 2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.**
- 3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.**

HOW TO APPLY: Applicants must submit the following documents to be considered:

- 1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and**
- 2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)**

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMPEP).

WHERE TO APPLY:

E-mail Address: HROLome@state.gov

Human Resources Office: +228 22-61-54-70 or +228 22-61-54-71)

Corey D. Thomas
Human Resources Officer

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.